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Department of Human Resources

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920 - Adult Services Day Care Providers Batch System

1.1 Background and Purpose:

The purpose of the 920 System is to calculate and generate 920 Adult Day Care payments to providers on a monthly basis as well as generating TAD (Turn Around Documents) and mailing labels to be sent to providers for the next month's billing process. The documents are received from the providers and the data is entered to start the monthly payment process.

1.2 System Architecture:

Hardware, OS	OS390-CICS IBM 2066-003 Z series 800 processor 92 channels
Software	Enterprise COBOL v3.0, EASY+ Vx.0, ERD
Data Storage	VSAM KSDS, Sequential files
Communication	TCP/IP
# of tables/files	1 – VSAM ksds 18 – Flat files
# of reports	6
Data Volume	# Warrants /Yr. – 432 # Active Providers – 36 # Participants in open - 522

1.3 Functional Structure of 920 System:

1. The system includes input documents which are received via mail at the state office to be entered into the database for processing
2. A set of mainframe batch programs which process the input information to produce payroll and reports for the Adult Day Care system

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as well as the input documents to be sent to the providers for the next month's payment processing
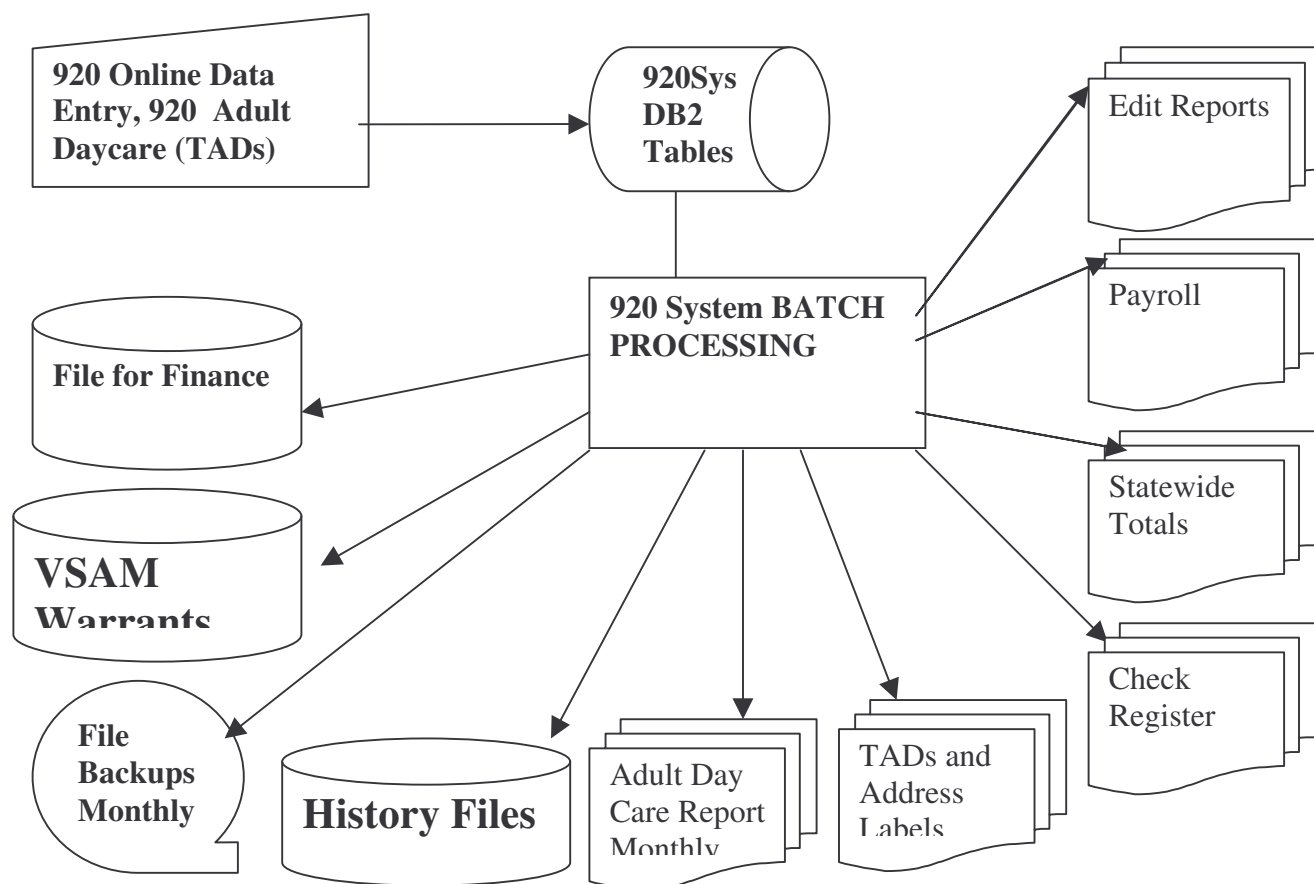
     3. The batch programs provide for a "regular" monthly run which produces the payroll and reports for the Adult Day Care system and for an "end of month" run which has the same outputs as the "regular" run plus a monthly Adult Day Care Report and a backup of the data files

1.4 Users of 920:

DHR Management Analysis
DHR Social Services Contracts
DHR Finance
DHR ISD (Data Entry, Operations, Programming)

1.5 System Design

1.5.1 Data Flow

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Adult Day Care providers send completed PSD-920 forms to DHR for payment. Forms received after the 15th of the previous month thru the 8th of the current month are included in the "regular run". Forms received between the 8th and 15th of the current month are processed in the "end of month run". Forms are given a quick check, edit and sort before going to data entry to be keyed in.

- **Data is entered online.**
  The TADs (Turn Around Documents PSD-920) are sent in by the Adult Day Care providers for payment. The documents are sorted and quick checked before being entered into the system.

- **Batch Process Begins.**
  The batch process runs and the first job produces an edited listing of the input information. Errors are corrected and edit list is re-run until all errors have been eliminated.

- **Payroll and Statewide Totals**
  The next job in the run does payroll and a statewide totals report which is compared to the totals for the 920 forms originally entered. Any errors found at this point are corrected at data entry and the job is re-run until all errors have been eliminated.

- **File for Finance Created**
  The next job creates the file for Finance and should not encounter data errors if the preceding job was error-free.

- **Check Register, Warrant and History Files Updated**
  The next job creates the check register and updates the VSAM warrant and other pay history files.

- **TADs and Labels Generated**
  This job generates TADs (Turn Around Documents (PSD-920)) and mailing labels to send them. These forms are mailed out to the providers for the next month's input information.

- **Report Generated and Backup of Files (End of Month Run)**
  Adult Day Care Report is generated and files are backed up.

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1.5.2 Subsystems

There are no subsystems in 920.

1.6 Security and Confidentiality

1. The system's security procedures enforce the Departmental policies of confidentiality, in that;
   a. Access to the system is based on a user password and social security number;
   b. DHR State Office staff oversees the security and maintenance of the system. Only this group and other selected State staff in the Family Services Division may gain access to all the records in the system.

2. Passwords are issued to authorized users as follows:
   a. A password of six characters (alpha and/or numbers) is selected by each individual;
   b. The worker's social security number and password must be keyed in when gaining access to the system; however, the password is never displayed on the screen;
   c. The password should not be revealed by the user;
   d. If the password is forgotten or compromised, it is to be reported to the State Office DHR staff and a new password will be recorded.

1.7 System Management

The technical management of 920 Adult Day Care System is provided by the Center for Information Services which safeguards the system by monitoring:
1. Access to data;
2. Quality and consistency of data; and
3. The growth rate of the files in the computer

1.8 Backup and Recovery Procedures

A back-up of the files is done in the end of month job PSDCJ055.

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920 Interfaces

There are no interfaces for the 920 system.

1.10 DATA MODEL

1.11 DATA DICTIONARY

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